

Company name
CIN
Registered office

NOTICE OF BOARD MEETING

Section 173(3) of the Companies Act, 2013 and Secretarial Standard SS-1. Not less than 7 days' notice.

Notice No.: Date of notice:

To: all the Directors of the company.

Notice is given that Meeting No. of the Board of Directors will be held as follows:

Day & date: Time:

Venue: Mode:

Agenda

1. Leave of absence. 2. Confirmation of previous minutes. 3. Disclosures of interest (MBP-1).
4. Main business:
5. Other business:
6. Any other matter with the permission of the Chair.

The Agenda and Notes on Agenda are enclosed.

By order of the Board. For

Signed: Director / CS DIN/M.No.:

Notes: add 2 days if sent by post; shorter notice allowed for urgent business if one independent director (if any) is present; keep proof of sending for 3 years.